

I. Position Title: Assistant Police Records Manager Revision Date: 03/16
EEO Category: Admin. Support
Status: Non-Exempt
Control No: 30410

Under the direct supervision of the Police Records Manager, trains and supervises Police Records Specialists in processing, maintaining and disseminating police records.

- Supervise Records Specialists and volunteers assigned to the Records Division (approximately 9 Records Specialists).
- Thoroughly understand and able to perform all functions of the Records Division.
- Supervise and coordinate the daily functions of the Records Division.
- Assist in the hiring process for all new Records Specialists.
- Responsible for training and testing new employees in all records processes.
- Assist in establishing and enforcing standards of performance and job knowledge of Records personnel, including disciplinary action.
- Approve time-off for assigned Records Specialists.
- Conduct semi-annual and annual merit evaluations for Records Specialists.
- Responsible for compiling, auditing and electronically sending monthly NIBRS (National Incident Based Reporting System) to the Utah State Bureau of Criminal Identification (BCI).
- Responsible for FBI NIBRS quarterly and yearly crime report audits
- Participate and assist in department staff meetings, Records Division meetings and other meetings as assigned by the Records Manager.
- Responsible for correcting and merging data entry errors on computerized records management system; work with Information Technology and records management system vendors on resolving computer software problems.
- Enter bi-weekly payroll for Records Specialists.
- Work closely with the Justice Court, City Attorney's office, department supervisors, Sergeants, Lieutenants, etc. to resolve case report and citation problems.

- Perform other duties as assigned.
- Perform special projects as assigned.

Education: Requires an associate's degree in business management or related field. May substitute additional experience for required education on a year for year basis.

Experience: Requires five years of police records experience, preferably with Sandy City

Police Department.

Certifications / Licenses: A valid Utah driver's license is required.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision, and planning; police records processes and procedures; privacy and security, and Government Records Access and Management Act (GRAMA); clerical and general office practices, procedures and equipment; correct English usage, spelling and vocabulary.

Responsibility for: Great responsibility for confidential police records; the care, condition and use of materials, equipment, money and tools; great responsibility for supervising and making decisions which affect others including what to do, how to do it and when.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contacts with other enforcement agencies; requires well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Frequent use of Police Records Management System; frequent use of personal computer, word processing software, fax machine, and copy machine; regular use of a printer and the phone system.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great pressure and fatigue exist during a normal workday due to daily exposure to deadlines and other job related pressures; Work schedule consists of a rotating day and afternoon shift. Employee will organize own work and work will be performed with very little supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT./DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____